

Trustees of the Manchester City Library
Main Library – Hunt Room
Minutes – February 17, 2009

Called to order the Monthly Meeting at 3:36pm.

In Attendance: Trustees Joanne Barrett, Patricia Cornell, Jeff Hickok, Monique Brown . Also, present Library Director Denise van Zanten, Asst. Librarian Cynthia O'Neil.

Excused: Trustees Karen Sheehan Lord, Steve Solomon , Jack Shea and Alderman Sullivan

Minutes: Motion made by Trustee Barrett to accept the minutes of the regular board meeting held on January 20, 2009, seconded by Trustee Brown, all in favor.

Microfilm Project Report by Cynthia O'Neil: Cogswell grant money was used to microfilm newspapers from the 1800's . 66 rolls of new microfilm are now in the library's collection. Copies will be kept in Marlboro, MA if any are lost. There is money left from the Cogswell Grant and a list will be made up to see what else needs microfilming and Dee, Cynthia and Denise will prioritize.

WMUR's Chris McDevitt and Sean MacDonald came to discuss the microfilmed newspapers and to film in the NH Room and the lower stacks. They also went down to Marlboro, MA to New England Micrographics to do filming on the process that is used. Cynthia O'Neil will appear on Chronicles next week. Trustees would like to be notified by e-mail as to the date.

Great job by Cynthia O'Neil and Dee Santoso on this preservation project.

Director's Report:

Copico will no longer be doing Library Services as of June 30th. Director van Zanten was just notified by letter this week. Lichen Rancourt will be investigating other companies.

Personnel: 2 new clerks will start work today, Paula Balboni and Sarah St. Martin. (They were introduced to Trustees later on in the meeting).

Motion was made by Trustee Barrett that when the Director is on vacation and out of state the Director is authorized to appoint the appropriate staff member to be in charge of the Department in their absence and receive plus rate. This motion is retroactive to February 10, 2009, seconded by Trustee Hickok, all in favor.

Budget – Mayor has reached out to city Union's to discuss contracts. Department Head meeting regarding the challenges in the FY10 is on Thursday at 10am. Director van Zanten will attend and return to GMILC's meeting and then attend Foundation meeting

and she will also attend a special joint meeting of the BMA and School Board Budget Meeting in the evening at City Hall.

SNHS – Inquiry about having convicted non-violent felons volunteer at the library. Director van Zanten informed them of our policies and that we would not be able to accommodate them.

Consumer Protection Act and Lead – A 1 year stay has been granted. There has been discussion about how this new law and lead testing would be applied to children's books and whether libraries' would be required to test retroactively their whole collections.

Userful Update – company removed indemnification clause and Tom Clark has approved Director van Zanten to sign contract. One piece of equipment was shipped today and implementation will begin on March 18-20th. Computers will be down 3 days. Public will be notified about down time. Kevin from Userful and Lichen will set-up computers. Staff will be trained and the seven administrators will be trained to oversee problems.

National Library Week – April 14th is Staff Appreciation Day – Staff Luncheon and may wear jeans. Will discuss at next staff meeting to see what staff would like and will get back to Trustees at the next meeting in March. Friday of that week is also Patron Appreciation, Director van Zanten will get candy to put in baskets around the Library.

Building Issues – None at this time.

Cote Estate – still waiting to see about the 4 paintings that did not sell. Will report in March.

Library was notified that we are beneficiaries in the estate of Angele F. Hansel. Executor was named. Whole estate could have a worth of \$200,000. Do not know what our share would be.

A lock was installed on the Staff Kitchen door. Also the locks to the locker rooms have been re-keyed.

Finance Report

Trustees Hickok spoke about the meeting with Mayor Guinta and Alderman Sullivan about the budget the presentation of the Library's FY10 budget. Tough budget year – revenues are down and the money from the State has decreased.

Foundation Report

Foundation met on Thursday, January 15th Keri from Tidewater will work with Dan Scanlon, Chair of the event, to assist with the arrangements. Tickets will be \$50.00. Dan Scanlon is doing new corporate sponsorship 100 for \$100. This is doing well. Gibson Books will be there that evening and the library will have a pre-sale of Jane Cleland's

new book... Library will have to close early to prepare. No specific time has been requested yet.

Some of the Foundation assets have been moved to a money market account with recommendation of Charles Matthews of Citizen's Bank.

Invitations will be discussed at the next meeting. Also, Trustee Barrett stated that the Trustees should show their support by donating to the Foundation's Holiday Appeal, if you have not done so yet.

Display will go up next week for Jane Cleland.

Old Business – None at this time.

New Business: Received a note from Madeleine Roy. Also thank you note was received from patron who lost library books in a fire.

Motion made to end monthly meeting by Trustee Brown, seconded by Trustee Barrett, all in favor.

Monthly meeting will be held on Monday, March 16, 2009 at 3:30pm – Hunt Room .

Adjourned at 4:30pm